

NYPH CSPD Cleaning Standards and Responsibilities

Surface/Item	Frequency	Dept. Responsible	Recommended Product	Details
Decontamination*/ Ante Room (site specific) <i>*must have dedicated cleaning cart and supplies for this area</i>				
Floors, Sinks				
Sweep floors and baseboards	Once a day	EVS	Microfiber mop	
Wet mop floors	Once a day	EVS	Microfiber mop and Hospital approved disinfectant	
Auto-Scrub Floors	Twice a week	EVS	Hospital approved disinfectant	Move all furniture from side to side. Once finished, Power Washer is stored properly
Wash Anti-slip mats	Once a day	CSPD	Put through cart washer	
Wash Anti-fatigue mats	Once a day	CSPD	Put through cart washer	
Disinfect all sinks, faucets and backslashes	Once a day	EVS	Bleach Wipes	
Wipe Soap and Purell Dispensers	Once a week	EVS	Hospital approved disinfectant	Fill as needed
Maintain internal Floor and Sink drains	As needed	EVS / Facilities	Hospital approved disinfectant	EVS to notify Facilities with Work Order
Mop under Ultrasonic Washer	Once a month	*EVS Supervisor and *CSPD Supervisor	Hospital approved disinfectant	*Coordinated between supervisors DO NOT MOVE WITHOUT CSPD
Ceiling, Walls, Doors				
Wash walls	Once a day	EVS	Hospital approved disinfectant	Use wall washing tool; Start at top and work down
Wash doors, door panel, automatic door panel, door handles, and glass	Once a day	EVS	Bleach and Glass Cleaner	Glass to be cleaned with glass cleaner, door with bleach.
Clean and/or Replace Ceiling Tiles	Once a month	EVS or Facilities (see detail)	Hospital approved disinfectant	EVS to clean; Facilities to replace tiles when wet within 72 hours. Use Hepa Cart
Dusting external Light Fixtures and/or covers	Once a day	EVS	High Duster	
Wipe Air vents (internal)	As needed	EVS / Facilities		EVS to notify Facilities with Work Order
Dust Air Ducts, Vents (external covers)	Once a month (more often if visibly soiled)	EVS	High Duster	
Shelving, Workstations				
Wipe Cabinets (exterior)	Once a day	EVS	Hospital approved disinfectant	
Wipe Counters	Once a day	EVS	Hospital approved disinfectant	
Wipe Storage Shelves	Once a week	EVS	High Duster	Start at top and work down
Equipment and Miscellaneous				
Removal of trash	Once a shift	EVS	N/A	Place trash in proper container

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Removal of sharps	Twice a week (Scheduled pick up)	Stericycle* <i>*EVS to coordinate with Stericycle</i>	N/A	Container should be secured in a caddy
Wash Soiled utility and transport carts	Once a day	CSPD	Put through cart washer	
Descalc washer, cart washer and instrument washers	Once a week	CSPD	Descaling Product from manufacturer	
Sanitize and detail-clean dirty Case Cart Elevator (site specific)	Once a day	EVS	Bleach Wipes	Ceiling, walls, floor, elevator tracks, vents
Wipe all mechanical washers, handles, doors and conveyers	Once a day	CSPD	Hospital approved disinfectant	

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Assembly (Prep and Pack) Includes Scope Reprocessing Room (site specific)				
Floors, Sinks				
Sweep floors and baseboards	Once a day	EVS	Microfiber mop	
Wet mop floors	Once a day	EVS	Microfiber mop and Hospital approved disinfectant	
Auto-Scrub Floors	Once a month	EVS	Hospital approved disinfectant	Move all furniture from side to side. Once finished, Power Washer is stored Properly
Wash Anti-fatigue mats	Once a week	CSPD	Put through cart washer	
Disinfect all sinks, faucets and backsplashes	Once a day	EVS	Hospital approved disinfectant	
Wipe Soap and Purell Dispensers	Once a day	EVS	Hospital approved disinfectant	Fill as needed
Ceiling, Walls, Doors				
Spot clean walls	Once a week	EVS	Hospital approved disinfectant	
Wash doors, door panel, automatic door panel, door handles, and glass	Once a day	EVS	Hospital approved disinfectant and Glass Cleaner	Glass to be cleaned with glass cleaner, door with Hospital approved disinfectant.
Wipe door bells	Once a day	EVS	PDI Sani Wipe (Purple top)	
Clean and/or Replace Ceiling Tiles	Once a month	EVS or Facilities (see detail)	Hospital approved disinfectant	EVS to clean; Facilities to replace tiles when wet within 72 hours. Use Hepa Cart
Dust external Light Fixtures and/or covers	Once a week	EVS	High Duster	
Wipe Air vents (internal)	As needed	EVS / Facilities		EVS to notify Facilities with Work Order
Dust Air Ducts, Vents (external covers)	Once a month (more often if visibly soiled)	EVS	High Duster	
Shelving, Workstations				
Wipe Cabinets (exterior)	Once a day	EVS	Hospital approved disinfectant	
Wipe Workstations, Shelves	Once a day	EVS	Hospital approved disinfectant	Includes Ledges, shelving
Wipe workstation bins	Once a week	CSPD	PDI Sani Wipe (Purple top)	Inside and outside

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Dust Workstation lamps	Once a day	EVS	Microfiber	
Dust compressed air hoses	Once a week	EVS	Duster	
Wipe compressed air hose nozzles	Once a day	CSPD	PDI Sani Wipe (Purple top)	
Wipe telephones	Once a day	EVS	PDI Sani Wipe (Purple top)	On workstations and on walls
Dust Storage Shelves	Once a week	EVS	High Duster, Microfiber	Start at top and work down
Wipe pass-through windows, shelves and doors	Once a day	EVS	Hospital approved disinfectant	
Equipment and Miscellaneous				
Removal of trash	Once a shift	EVS	N/A	Place trash in proper container
Removal of sharps	Twice a week (Scheduled pick up)	Stericycle* <i>*EVS to coordinate with Stericycle</i>		Container should be secured in a caddy
Wash Transport carts	Once a week	CSPD	Put through cart washer	
Wipe printers	Once a week	EVS	PDI Sani Wipe (Purple top)	
Wipe all mechanical washers, handles, doors and conveyers	Once a day	CSPD	PDI Sani Wipe (Purple top)	

Surface/Item	Frequency	Dept. Responsible	Recommended Product	Details
Sterilization and Sterile Storage / Supply Room (site specific)				
Floors, Sinks				
Sweep floors and baseboards	Once a day	EVS	Microfiber mop	
Wet mop floors	Once a day	EVS	Microfiber mop and Hospital approved disinfectant	
Auto-Scrub floors	Once a month	EVS	Hospital approved disinfectant	Move all furniture from side to side. Once finished, Power Washer is stored Properly
Clean Anti-fatigue mats	Once a week	CSPD	Put through cart washer	
Disinfect all sinks, faucets and backsplashes	Once a day	EVS	Hospital approved disinfectant	
Wipe Soap and Purell Dispensers	Once a day	EVS	Hospital approved disinfectant	Fill as needed
Ceiling, Walls, Doors				
Spot clean walls	Once a week	EVS	Hospital approved disinfectant	
Wash doors, door panel, automatic door panel, door handles, and glass	Once a day	EVS	Hospital approved disinfectant and Glass Cleaner	Glass to be cleaned with glass cleaner, door with Hospital approved disinfectant.
Clean and/or Replace Ceiling Tiles	Once a month	EVS or Facilities (see detail)	Hospital approved disinfectant	EVS to clean; Facilities to replace tiles when wet within 72 hours. Use Hepa Cart
Dust external Light Fixtures and/or covers	Once a week	EVS	High Duster	

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Wipe Air vents (internal)	As needed	EVS / Facilities		EVS to notify Facilities with Work Order
Dust Air Ducts, Vents (external covers)	Once a month (more often if visibly soiled)	EVS	High Duster	
<i>Shelving, Workstations</i>				
Wipe Cabinets (exterior)	Once a day	EVS	Hospital approved disinfectant	
Wipe Storage Shelves	Once a day	EVS	Hospital approved disinfectant	
Dust instrument storage shelves	Once a week	CSPD	High Duster, Microfiber	Start at top and work down
Wipe sterile instrument (peel pack) bins and drawers	Once a week	CSPD	PDI Sani Wipe (Purple top)	
Dust Workstation lamps	Once a day	EVS	High Duster, Microfiber	
Wipe printers	Once a week	EVS	PDI Sani Wipe (Purple top)	
Wipe telephones	Once a day	EVS	PDI Sani Wipe (Purple top)	
<i>Equipment and Miscellaneous</i>				
Removal of trash	Once a shift	EVS	N/A	Place trash in proper container
Wash Transport carts	Once a week	CSPD	Put through cart washer	
Sanitize and detail clean Case Cart Elevator (site specific)	Twice a week	EVS	Hospital approved disinfectant	Ceiling, walls, floor, elevator tracks, vents
Mop behind the sterilizers	Once a week	EVS	Hospital approved disinfectant	
Wipe and mop under Sterrad Sterilizers	Once a month	*EVS Supervisor and *CSPD Supervisor	Hospital approved disinfectant	*Coordinated between supervisors